

**Anticipated Opening
Graduate Assistant for
Higher Education Graduate Programs**

Position Description

- Assist faculty as needed with research-related tasks including: transcribing, editing, and formatting reports and manuscripts, compiling reference lists for manuscripts.
- Assist with coordination of the annual Academic Showcase to highlight student work.
- Assist faculty with coordination of annual recruiting and admissions tasks.
- Assist faculty with planning and implementing annual Higher Ed Hello recruitment event/welcome program to host applicants (from national pool) and match them with potential GA positions in Student Affairs and other areas.
- Coordinate and maintain ongoing community-building and professional development for HED students.
- Coordinate marketing efforts for the HED program including social media presence (e.g., updates, interviews, and profiles of current students and accomplishments) representation at graduate fairs; planning and advertising recruitment webinars; and other duties as assigned.
- Assist with maintaining communication and networking with program alumna (e.g., maintaining database, highlights of accomplishments on social media, HED newsletter, homecoming social and gatherings at national conferences).
- Assist with the annual call for nominations and selection process for the Sue Estler Distinguished Alumna Award.
- Assist in the coordination of quarterly meetings between the Higher Education graduate assistantship supervisors and the Higher Education faculty.
- Assist with administrative tasks related to project management including the Social Justice Portfolio initiative and related.
- Assist faculty with research-related service including outreach to public audiences via social media (Facebook, Twitter, Instagram)
- Assist faculty with preparation for outreach/service presentations to schools, national organizations, colleges, and universities.
- Assist faculty with preparing research-based newsletters, training guides, and other materials as needed.
- Provide administrative support for research-related media interviews, scheduling conference calls, webinars, and in-person meetings.
- Assist with slides for conference presentations as needed.
- Create new programmatic initiatives designed to support doctoral students within the program regarding academic scholarship and transition matters.
- Assist faculty with teaching support including retrieving reading materials, creating PDFs, Brightspace support.

Qualifications

- Bachelor's Degree required
- Enrolled in the Higher Education programs at the University of Maine
- Excellent interpersonal communication skills
- Excellent writing skills
- Familiarity with qualitative and quantitative research methods
- Computer competency
- Excellent organizational skills

Preferred Qualifications

- Familiarity with Google Suite applications.
- Work experience in Student Affairs or Student Services in Higher Education.